



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 8, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 9, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 23, 2015**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Maintenance Field Engineer  
Region 5/District 9/Operations  
Highways  
Carbondale

Attachments  
40551

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, October 23, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Civil Engineer V

**Salary Range:** \$6,315 - \$10,210

**Position Title:** Maintenance Field Engineer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW115-23-59-502-00-01

**IPR#:** 40551

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#### Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 9/Bureau of Operations/2801 W Murphysboro Rd, Carbondale, IL

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#### Description Of Duties:

This position is responsible for planning, coordinating and controlling the maintenance activities in an assigned geographical area of District Nine.

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#### Special Qualifications:

***The following criteria is required:***

- A current Illinois Professional Engineer license
- Valid driver's license
- Extensive districtwide travel with occasional statewide travel, which may include overnight stays

***The following criteria is desired:***

- Nine years' experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of the principles and practices of civil engineering
- Strong decision-making and problem-solving skills
- Strong oral and/or written communication skills

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#### Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday (30 minute lunch)

**\*THIS POSITION REQUIRES 24/7 CALL AVAILABILITY, EXTENSIVE TRAVEL AND OVERTIME.**

**\*The incumbent will be required to work outdoors in a variety of conditions, including, but not limited to, inclement weather, active construction sites, and roadways open to traffic.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July, 2015	<b>POSITION:</b>	Maintenance Field Engineer
<b>APPROVED BY:</b>	<u>Keith Miley</u>	<b>OFFICE/DIVISION:</b>	Highways, District 9, Bureau of Operations
<b>CODE:</b>	PW115-23-59-502-00-01	<b>REPORTS TO:</b>	Operations Engineer

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***Position Purpose***

This position is responsible for planning, coordinating and controlling the maintenance activities in an assigned geographical area of District Nine.

***Dimensions***

Subordinate Personnel:	1-3 Direct; 60-80 Indirect
Miles Maintained:	16 Counties, 3.765 Lane Miles
Counties:	Perry, Jackson, Union, Alexander, Pulaski, Jefferson, Franklin, Williamson, Johnson, Massac, Hamilton, Saline, Pope, White, Gallatin and Hardin
Annual Payroll:	Approximately \$4.4 Million
Annual Budget:	Approximately \$1.3 Million

***Nature and Scope***

This position reports to the Operations Engineer. Reporting to this position are Operations Supervisors.

This position is charged with the responsibility of maintaining the roadway system, including rest areas and IDOT facilities, within assigned counties. In this capacity, the incumbent deals with both the administrative functions and technical aspects of highway maintenance. The incumbent makes recommendations for work to be done on maintenance facilities and rest areas through the Capital Development Board. S/he will work with the CDB throughout the life of the project to ensure work is being done satisfactorily. The incumbent works closely with the Equipment Technician to purchase appropriate on and off-road equipment needed for maintenance work within the equipment budget allowance. The incumbent manages the maintenance operating budget and manpower to obtain optimal allocation and scheduling of resources, makes recommendations for Day Labor, Contract Maintenance, and construction projects, and constantly seeks more innovative ways to maintain the roads. Road maintenance is often complicated by inclement weather and in order to keep the road open to the traveling public, the incumbent is on emergency call at all hours.

Problems are both technical and managerial in nature. These include making decisions regarding maintenance techniques, work priorities, training needs, motivation and evaluation of subordinates, and communications with the general public regarding maintenance subjects. The greatest challenge is to maintain a safe mode of transportation for the motoring public within budgetary limitations and to motivate a large and widely dispersed staff of subordinates through guidance and effective decision making.

The incumbent personally determines needs, establishes priorities and work schedules to accomplish the physical upkeep of State highways; monitors the Department's planning and design of road improvements and makes recommendations for projects to eliminate maintenance deficiencies; receives bids and reviews maintenance repairs by contractors for projects awarded at the District level using maintenance funds; investigates and resolves complaints from the public; represents the Department with local agencies

and utilities; and, reviews construction work performed under Department of Transportation contracts and Day Labor contracts.

The incumbent accomplishes accountabilities through the following positions:

Operations Supervisors – who are responsible for direct supervision of Operations forces within their assigned geographical areas of District Nine.

The incumbent has the authority to allocate his assigned budget, personnel and equipment to maintain the State highways in his assigned area. S/he is guided by Standard Specifications for Road and Bridge Construction, IDOT policies, FHWA policies, and by the provisions of the Union contract. However, many of the maintenance problems faced by the incumbent are not covered by standards or policies and often require unique creative solutions. Problems beyond the authority of the incumbent such as complex maintenance techniques, highly sensitive citizen complaints and/or requests will be referred to the Operations Engineer along with recommendations. This position requires an Illinois Professional Engineer License; a valid driver's license; 24-hr availability for call-outs; extensive travel within the District and occasional outside the District which could include overnight stays; occasional overtime during nights and weekends; and outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, muddy, icy), active construction sites and roadways open to traffic.

Within the Department, the incumbent confers with all District and Central Bureaus. Communications outside the Department are with the city, county and state police, city and county officials, and the public.

The effectiveness of this position can be measured by the condition and general appearance of the pavement and right of way as well as timely completion of emergency maintenance. Subordinate conduct, operational safety and work habits also reflect upon the incumbent's performance.

### ***Principal Accountabilities***

1. Maintains all State and Interstate highways in an assigned geographical area.
2. Makes recommendations for work to be completed at maintenance facilities and rest areas through the Capital Development Board.
3. Determines maintenance deficiencies in an assigned area.
4. Corrects maintenance deficiencies through: construction projects, Day Labor projects, Contract Maintenance projects, or District Maintenance forces.
5. Assures assigned maintenance forces meet work standards.
6. Reviews design plans and construction projects to minimize future maintenance problems.
7. Provides technical advice and guidance.
8. Assigns, trains, motivates and evaluates subordinate personnel.
9. Performs other duties as assigned.
10. Performs duties in compliance with the Departmental Safety Rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.